

## REQUEST FOR CEMETERY MOWING BIDS

The Town of Appleton is requesting sealed bids for the mowing of several Town Cemeteries in Appleton (Pine Grove, Miller Yard, Quaker, Metcalf, Hart, Sprague and Weymouth). Bids may be accepted and awarded individually or as a group. For more information, contact the Town Office at 785-4722; visit the Town website at [appleton.maine.gov](http://appleton.maine.gov) or write: Town of Appleton, 2915 Sennebec Road, Appleton, ME 04862. Complete bid packages are available for pick up at the Appleton Town Office during regular business hours or online. **Please read the bid packet thoroughly as some of the criteria may have changed since last year. *Deadline for bids is 7:00 PM, Tuesday, April 19, 2016.*** Contract will be awarded *no later than April 26, 2016*. The Town of Appleton reserves the right to reject any or all bids. The Town of Appleton is an Equal Opportunity Employer.

s/Select Board

**2016 CEMETERY MOWING BID PACKET**  
*Please read carefully as several requirements have changed!*

**BID INSTRUCTIONS:**

The Town of Appleton is requesting sealed bids for the mowing of:

Pine Grove Cemetery (*see Additional instructions for Pine Grove Cemetery*)  
Miller Yard  
Quaker Cemetery  
Metcalf Cemetery  
Hart Cemetery  
Sprague Cemetery  
Weymouth Cemetery

- 1) Bids must be returned to the Town Office *no later than 7:00 PM, Tuesday, April 19, 2016*. All bids will be opened publicly at this time. Contracts will be awarded *no later than April 26, 2016*.
- 2) All bids must be submitted on the attached bid form prior to bid opening. Any questions should be directed to the Selectmen at 785-4722.
- 3) The Town of Appleton reserves the right to accept or reject any or all bids. The successful bidder may be required to produce evidence of his/her ability to adequately perform the work before the bid is awarded.

**Instructions for maintenance of all cemeteries:**

- 1) **All cemeteries will be completely mowed and clipped (weed-whacked) at least *two times* before Memorial Day. The second mowing should be completed within three days of Memorial Day Weekend.**
- 2) All cemeteries will have trash, debris and broken limbs removed before Memorial Day and as required throughout the summer.
- 3) Rake lots after mowing before Memorial Day.
- 4) **All cemeteries will be mowed and areas around headstones and ditches clipped at least every other week through October 15<sup>th</sup>.**
- 5) Contractor will be under the supervision of the Board of Selectmen.
- 6) Contractor will provide proof of **general liability insurance** and **workers compensation** or **workers compensation determination letter** prior to contract being signed.
- 7) Payments will be made in six equal installments payable by the 30<sup>th</sup> of each month, beginning May 2016 and ending in October 2016, payable after the last Selectmen's warrant of each month and contingent upon satisfactory performance review by the Select Board.
- 8) Contractor may bid on one, several, or all cemeteries.

## **Additional instructions for Pine Grove Cemetery**

### **SUMNER TOMB:**

- 1) Open tomb and leave open for the summer. Set chairs and urns outside.
- 2) Sweep debris from tomb.
- 3) Mow, clip & rake area-surrounding tomb.
- 4) Set potted plants (to be furnished by Town) in urns outside doors.
- 5) Lock up urns and chairs inside tomb for the winter no later than October 15<sup>th</sup>.

### **OLD YARD:**

Remove broken limbs and debris from the Old Yard before Memorial Day. Rake as necessary.

Note: The Appleton Memorial Association and/or Appleton Historical Society usually volunteers to help with this project in a work bee. Co-operate on this task! It is too much for one person!

**The date of the clean-up bee this year is set for Saturday, May 7th.**

### **VETERANS GRAVES:**

Special attention will be paid to Veterans' graves, to ensure that they are mowed, clipped and free of debris throughout the summer.

## 2016 CEMETERY MOWING BID FORM

The undersigned, having familiarized himself/herself with the bid packet and specifications, hereby proposes to furnish labor and equipment in accordance with specifications for the sum of:

Pine Grove Cemetery \$ \_\_\_\_\_

Miller Yard \$ \_\_\_\_\_

Quaker Cemetery \$ \_\_\_\_\_

Metcalf Cemetery \$ \_\_\_\_\_

Hart Cemetery \$ \_\_\_\_\_

Sprague Cemetery \$ \_\_\_\_\_

Weymouth Cemetery \$ \_\_\_\_\_

Total for all cemeteries \$ \_\_\_\_\_

Date: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_

Successful Bid accepted by Select Board.

Date

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**This page to be submitted in a sealed envelope marked "Cemetery Mowing Bids" and returned to the Appleton Town Office no later than 7:00 PM, Tuesday, April 19, 2016.**